

MEZCOPH EDUCATION COMMITTEE
“FINAL” MEETING MINUTES
MAY 6, 2009

Members Present: Doug Taren – Acting Chair, Joe Gerald, Robin Harris, Nicky Teufel-Shone, Lisa Staten, Denise Roe, Chris Tisch, Mag Byers, Nicole Wright, Becky Corran, Kathleen Crist, Judy Goosherst.

Voting Members Absent: Mary Kay O’Rourke and Salena Meyer

1. Minutes Approval:

April 1, 2009 Meeting Minutes:

A motion was made and seconded to approve the April 1, 2009 minutes. The motion passed by a vote of 6-0. Kathleen Crist will post the final copy of the April 1, 2009 minutes to the Wiki and Intranet websites.*

2. Announcements & Immediate Business:

a. Admissions Update: (Becky Corran)

Becky distributed a handout and updated the committee regarding MEZCOPH Fall 2009 applicants and admissions statistics as of May 6, 2009 (see Attachment 1).

b. MEZCOPH Convocation: (Doug Taren)

Doug announced that the MEZCOPH Spring 2009 Convocation ceremony is scheduled for Friday, May 15, 2009 at 11:00 a.m. at the Temple of Music and Art. In addition, the University of Arizona Commencement Ceremony for graduate students will be held on Friday, May 15 at 7:30 p.m. in McKale Center and the undergraduate student’s ceremony will be held on Saturday, May 16 at 8:00 a.m. in McKale Center. Doug asked section chairs to encourage their section faculty to attend the MEZCOPH Convocation and University Commencement ceremonies.

c. DrPH Curriculum Changes: (Doug Taren)

Doug reported that the DrPH Faculty have been working on the DrPH competencies and will be meeting in early June to finalize the core curriculum and the required section courses. The DrPH Curriculum changes will be addressed at the June Education Committee Meeting.*

d. Education Committee Chair Rotation: (Doug Taren)

Doug presented a table showing the Education Committee Chair Rotation Schedule from May 2009 through October 2012 (see Attachment 2).

e. MPH/ASU: (Doug Taren)

Doug announced that the Arizona Board of Regents has approved a non-accredited MPH in Urban Health at ASU. Doug stated he will initiate a discussion regarding a MEZCOPH Generalist MPH in Phoenix later in the meeting.

f. Biostatistics Ph.D. Curriculum Changes: (Denise Roe)

Denise initiated discussion regarding proposed changes to the Biostatistics PhD curriculum 2009-2010 catalog (see Attachment 3). The following issues were discussed:

- CPH 684 will continue to be taught; however it will be removed as a required course for the Biostatistics PhD. CPH XXA (CPH 687), Theory of Linear Models will be required

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instead. The availability of CPH 684 will not impact the requirements for the Biostatistics MPH students.

- STAT 675 will be added under required courses for the PhD in Biostatistics.
- The pending course Biostatistics Doctoral Seminar will also be removed from required courses and CPH 696S Biostatistics Seminar (1 unit – 3 times) (previously 4 times) will remain with this change.
- Reduce elective units from 6 to 3 units.
- Elective Course removed: EPID 573C, MATH 566 and MATH 569 (MATH 566 and 569 are no longer offered).
- CPH 576C (previously required course) will move to Elective Courses.
- STAT 571B will be added under Elective courses.
- CPH XXB Generalized Linear and Mixed Models (Course to be developed for spring 2010) will be added under required course for the Biostatistics PhD.
- The committee requested that the syllabus and request for recommendation to establish a new course form for CPH XXB, be presented to the Education Committee for review and approval, if the Biostatistics section wants to include this new required PhD course in the Biostatistics curriculum for the 2009-2010 catalog. Course and instructor need to be in place.

After committee review and discussion, **a motion was made and seconded to approve the revised Biostatistics PhD curriculum, with the exception of CPH XXB as a required PhD course. The motion was approved by a vote of 6-0.**

Denise addressed the committee’s concerns from the April Education Committee meeting, regarding a Junior faculty member teaching a low enrollment course, as this would place the faculty member at a disadvantage. Denise stated that this issue will be handled at the Division/Section level. Dr. LaFleur will also teach “Biostatistics for Research”, EPI/CPH 576B, which typically has an enrollment between 25 and 40 students.

g. Generalist MPH: (Doug Taren)

Doug presented a draft copy of the proposed Phoenix Generalist MPH Program for committee review and discussion (see Attachment 4). The following suggestions, issues and concerns were expressed:

- CPH 532b (required course): This is a limited course; give other options for evaluation and planning courses. List choices under required evaluation options. (e.g. CPH 544 as a better fit or other U of A planning and evaluation courses).
- Difficult to critique this model; not a broad enough perspective for students.
- Require seminar; possibly record, video tape seminars; sell MEZCOPH seminar series.
- Who will manage and provide advising for this program in Phoenix?
- It has been suggested by the Dean, that advisors will be from all concentrations throughout the College.
- Iman’s timeline for implementation is January 2010.
- Need to add a new program in SOPHAS for implementation for Fall 2010 by June 15, 2009.
- Change name from Generalist MPH Program
- Doug proposed changing program name to: MPH in Public Health Practice
- Change 8 units of CPH 909 Master’s Report Internship to:
6 units of Practicum, 2 units of Seminar and 3 units of CPH 909 and drop 3 units of electives

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- Concept of a MPH in Public Health is great; however who will be in charge of this program?
- Concern with electives: will take students away from other electives; too prescriptive. Also, the required courses will get much larger. There needs to be options for the required courses (would be good to have broader tracks).
- Are we in agreement with putting new MPH program in SOPHAS?
- Review administrative pieces after one year

After committee review and discussion, a motion was made and seconded to approve the concept and insertion of the new MPH in Public Health Practice Phoenix program into SOPHAS as a designated track/concentration by the June 15, 2009 deadline, in order for the MPH in Public Health Practice to be offered as a program beginning Fall 2010. The motion was approved by a vote of 6-0.*

Doug asked section chairs to discuss the Phoenix MPH in Public Health Practice program issues, and updated curriculum with their sections. Doug will initiate further committee discussion on the WIKI. Doug stated that he and Becky Corran will review other Public Health Schools with similar programs, and will circulate their curriculum and admissions requirements for the committee’s information and review.

3. Old Business: (*Robin Harris and Doug Taren*):

a. Internship Report Formats and Guidelines: (section one-page recommendations)

It was determined that the one-page section guidelines will be reviewed at the **August 5, 2009** Education Committee Meeting.*

b. Structure of the Public Health Undergraduate Committee: (All Section Chairs)

There were no recommendations to report from the sections; this topic was tabled for discussion at the June Education Committee Meeting.*

4. Course Changes and Approvals:

a. **PHPM** New Undergraduate Course Request: **CPH 3XX, Health Care in the U.S.,**

Instructor: Joe Gerald (proposed to be effective Fall 2009) - (*Joe Gerald*)

The new course approval forms and syllabus for CPH 3XX, Health Care in the U.S. were reviewed. The committee noted minor changes (wording on syllabus regarding 2 exams; however 3 exams listed (third exam is the final). Also, correct forms to reflect course is non-repeatable. The course will offered on Monday and Wednesdays from 2:00 p.m. – 3:13 p.m. Following discussion, a motion was made and seconded that the proposed new course, CPH 3XX, Health Care in the U.S. be approved with the minor changes noted above. The motion was approved by a vote of 6-0.*

b. **CEP and HPS** New Course Request: **CPH 6XX, Public Health Communications,** Instructors: Joe Gerald and Lynn Gerald (proposed to be effective Fall 2009) - (*Joe Gerald*)

The new course approval forms and syllabus for CPH 6XX, Public Health Communications were reviewed. The proposed course will offered on Tuesdays from 11:30 a.m. – 2:20 p.m. The committee reviewed and approved course conflicts and noted the following minor changes (Prerequisite condition to read: MEZCOPH PhD or DrPH Students or by permission of instructor). Following discussion, a motion was made and seconded that the proposed new course, CPH 6XX, Public Health Communications be approved with the minor prerequisite condition change noted above. The motion was approved by a vote of 6-0.*

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- c. **PHPM New Course Request: CPH XXX, Rural Health Mgmt. & Policy – Service Learning Institute**, Instructors: Gary Hart and Alison Hughes (proposed to be effective Fall 2009) (*Doug* – see attached) The new course approval forms and syllabus for CPH XXX, Rural Health Mgmt. & Policy –Service Learning Institute were reviewed. The committee noted the following:

The discrepancies which need to be clarified, in order for the Education Committee to review and approve this course at the June 10 meeting are:*

1. Is this a **300 or 500 level course**? The recommendation to establish a new or temporary course form states the course will be CPH 3XX however, the syllabus states the course prerequisites as: Graduate students in public health with an interest in how policy issues influence all fields of rural public health.
2. Will the course be **temporary or permanent**: The recommendation to establish a new or temporary course form indicates that the course type is: **Temporary** and will be effective Fall 2009 to Spring 2010.
3. Clarify the course **Contact Type** on the recommendation to establish a new or temporary course form: (e.g. Is this course a Workshop?)

This one-week, onsite course engages students in policy-based collaboration related to rural health issues. Students will select a project in collaboration with sponsoring agencies, to understand policy issues that influence rural health in Arizona. Stipend support included.
4. Clarify on the recommendation to establish a new or temporary course form, under the heading: **Course Justification and Analysis**: What programmatic need does this course satisfy? The g. “other” option if checked: “This is a special opportunity that builds student policy/management capacity”. Please clarify that this is the correct option, or indicate what option this will be in the undergraduate or graduate curriculum (e.g. course is required or course is an option; elective).

- d. **CEP New Course Request: CPH 6XX, Strategic Planning**, Instructor: Ernie Schloss (proposed to be effective Fall 2009) (*Doug Taren*– see attached)

The new course approval forms and syllabus for CPH 5XX, were reviewed. The committee noted the following minor changes: wording on syllabus under Course Learning Objectives: “Develop strategies”; need to elaborate more regarding this objective, and also correct the form to reflect course is non-repeatable. Following discussion, **a motion was made and seconded that the proposed new course, CPH 5XX, Strategic Planning be approved with the minor change noted above. The motion was approved by a vote of 6-0.***

- e. **EPID Request for Course Time Change: EPID 652, Grantsmanship for a Winning Proposal**, Instructor: Lynn Gerald (proposed to be effective Spring 2010) - (*Nicky Teufel-Shone and Denise Roe* – course conflicts and change justification information pending) - tabled for June 2009 Meeting.*

5. **Academic Program Reports/Updates:**

- a. **MEZCOPH Undergraduate Degree Program** : (*Joe Gerald*)
Approval to implement the B.S. in Public Health was approved by the Faculty Senate on May 4, 2009. ABOR will review for final approval to implement at the next meeting on April 30, 2009.

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- b. Environmental Health Sciences MS and PhD: (*Doug Taren*)
Approval to implement the MS and PhD programs in Environmental Health Sciences was approved by the Faculty Senate on May 4, 2009. ABOR will review for final approval to implement at the next meeting on April 30, 2009.
- c. Public Health Certificate Program: (*Becky Corran*)
Becky updated the committee regarding the Public Health Certificate program admission statistics. Currently, there are approximately 49 applicants to the certificate program for Fall 2009. In the past, admission has been limited to 20 students. Becky requested committee permission to accept more students into the certificate program. In addition, there was a discussion regarding how the revenue generated from the certificate program will be used. Committee members recommended that a business model needs to be established. Following the discussion, **a motion was made and seconded that applicants who meet the PH certificate admissions criteria, with an admissions cap of 40 students, will be admitted into the PH certificate program. The motion was approved by a vote of 6-0.**

6. Evaluation Committee:

- a. Instructional Objectives Update/Feedback Tracking Forms; (*Lisa Staten*)
Lisa initiated discussion regarding the MEZCOPH Instructional Objectives document, which she previously circulated to committee members on April 22, via email. The document is a summary of the feedback on the instructional objectives from the retreat and the tracking forms, which the Education Committee members had filled out. Lisa asked committee members for their feedback regarding any issues which should be acted upon, or items that are missing from the document. Lisa would like to get the document finalized and posted on the Intranet soon. It was determined that Lisa and Chris Tisch will review the document one more time, and send the committee any updates/changes via email. Following the discussion, **a motion was made and seconded to post the most up to date version of the MEZCOPH Instructional Objectives document on the Intranet. The motion was approved by a vote of 6-0.***

7. New Business/Discussion Items:

- a. Student Progress/FERPA: (*Chris Tisch*)
Chris reported that she and Doug Taren had attended a workshop presented by the University Attorney's office regarding student academic records. Chris stated that faculty members/University employees cannot ask "out of curiosity" how a student is doing in a class/degree program. There are clear FERPA guidelines regarding student academic information. Individuals must have a legitimate educational interest in the information.
- b. 2009-2010 Section Catalog/Handbook Changes: **(tabled for June 10, 2009 meeting)***
- c. Tenure Equivalency Criteria: **(tabled for June 10, 2009 meeting)***
- d. Proposed MBA/MPH Dual Degree: **(tabled for June 10, 2009 meeting)***
- e. New Student Orientation: **(tabled for June 10, 2009 meeting)***

8. Old Business/Reminders:

- a. Section Action Plans Due: Timeline Structure: **Submit Plans for October 7, Meeting***

The meeting adjourned at 12:00 p.m. The next Education Committee Meeting is scheduled for June 10, 2009, 9:00 a.m. – 12:00 p.m. in Drachman Hall, Room A326.*

Changes or corrections to the minutes should be submitted to: Kathleen Crist, Program Coordinator, Sr.

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*Action Items:

- Post the final copy of the April 1, 2009 minutes to the Wiki and Intranet websites. (*Kathleen Crist*)
- Insert the MEZCOPH MPH in Public Health Practice Phoenix program into SOPHAS as a designated track/concentration by the June 15, 2009 deadline, in order for the MPH in Public Health Practice to be offered as a program beginning Fall 2010. (*Becky Corran*)
- Route Joe Gerald’s newly approved course, CPH 3XX, Health Care in the U.S., through the University of Arizona’s Form Link curriculum system for approval and add this course to the MEZCOPH Fall 2009 Schedule of Classes. (*Kathleen Crist*)
- Route Joe Gerald’s and Lynn Gerald’s newly approved course, CPH 6XX, Public Health Communications, through the University of Arizona’s Form Link curriculum system for approval and add this course to the MEZCOPH Fall 2009 Schedule of Classes. (*Kathleen Crist*)
- Route Ernie Scholss’s newly approved course, CPH 5XX, Strategic Planning, through the University of Arizona’s Form Link curriculum system for approval and add course to the MEZCOPH Fall 2009 Schedule of Classes. (*Kathleen Crist*)
- Provide course conflicts and change justification for Request for Course Time Change for **EPID 652, Grantsmanship for a Winning Proposal**, Instructor: Lynn Gerald (proposed to be effective Spring 2010) - (*Nicky Teufel-Shone and Denise Roe*)
- Inform Gary Hart and Allison Hughes regarding the discrepancies, which need to be clarified, in order for their proposed course, **CPH XXX, Rural Health Mgmt. & Policy – Service Learning Institute**, to be approved by the Education Committee. (*Doug Taren*)
- Post the most up to date version of the MEZCOPH Instructional Objectives document on the Intranet. (*Lisa Staten*)
- Discuss the “make-up” of the Undergraduate Committee members with section faculty and Division Directors for discussion at the **June 10, 2009 Education Committee Meeting**. (*Section Chairs*)
- Provide 2009-2010 Section Catalog/Handbook Changes and updated course sequencing for Education Committee review at the **June 10, 2009 Education Committee Meeting**. (*Section Chairs*).
- Provide a one page recommendation from each section regarding guidelines/requirements for internship reports to be reviewed at the **August 5, 2009 Education Committee Meeting**. (*Section Chairs*)
- Provide a version of their section action plans in a “timeline” structure for review and discussion at the **October 7, 2009 Education Committee Meeting**. (*Section Chairs*)
- Carry forward tabled agenda items to the **June 10, 2009 Education Committee Meeting** agenda (*Kathleen Crist*)

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“Attachment 1”

MEZCOPH Applicants Fall 2009 5.6.2009	Reviewed Apps	Admitted by MEZCOPH	New apps to be reviewed/ Waitlisted	Denied	Accepted Offer	Declined Offer	Deferred 2008, Enrolling 2009	Defer till Spring 2009	Defer till Fall 2009
MPH									
Biostatistics	15	12		3	3	2			
Environmental & Occupational Health	15	12		3	6	3			
Epidemiology	76	57		19				2	
Epi/LAS Dual Degree	1	0							
Family & Child Health-International	34	30		4	4	10	1		
Family & Child Health-MCH	16	14		2	4	7			
FCH/LAS Dual Degree	4	4			1	1			
Health Behavior & Health Promotion	68	41	2	25	12	10			
HBHP/LAS Dual Degree									
Public Health Policy & Management	43	37		6	13	3	2		
MAS or LAS Dual Degree	3	2		1	1				
MD/MPH Dual Degree			6						
TOTAL MPH	275	209	8	63	44	36	3		
MS Epidemiology	7	6			1	4			
PhD Epidemiology	28	9	1	19	2	4			
TOTAL EPI PROGRAM	35	15	1	19	3	8			
PhD Biostatistics	14	7	5	7	1	3			
DrPH Maternal and Child Health	15	8		7	6				
DrPH Public Health Policy & Management	7	4		3	3		1		
TOTAL DrPH	22	12		10	9		1		
TOTAL MEZCOPH APPLICANTS	346	243	14	99	57	47	4	0	

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“Attachment 2”

MEZCOPH
Education Committee Rotating Chair Schedule

Name	Section	Months Year
Mary Kay O’Rourke	EOH	May 09 - July 09
Denise Roe	Biostats	Aug 09 - Oct 09
Joe Gerald	Undergraduate	Nov 09 – Jan 10
Nicolette Teufel-Shone	FCH	Feb 10 – Apr 10
TBD	PHPM	May 10 – July 10
Robin Harris	EPI	Aug 10 – Oct 10
Lisa Staten	HBHP	Nov 10 – Jan 11
Mary Kay O’Rourke	EOH	Feb 11 – Apr 11
Denise Roe	Biostats	May 11 – July 11
Joe Gerald	Undergraduate	Aug 11 – Oct 10
Nicolette Teufel-Shone	FCH	Nov 11 – Jan 12
TBD	PHPM	Feb 12 – Apr 12
Robin Harris	EPI	May 12 – July 12
Lisa Staten	HBHP	Aug 12 – Oct 12

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“Attachment 3”

Biostatistics PhD Curriculum
Revised 4/22/09

Required PhD Courses (32 units)

STAT 564	Theory of Probability (3)
STAT 566	Theory of Statistics (3)
CPH 573A	Basic Principles of Epidemiology (3)
CPH 576A	Biostatistics in Public Health (3)
CPH 576B	Biostatistics for Research (3)
CPH xxxA	Theory of Linear Models (<i>approval pending</i>) (3)
CPH xxxB	Generalized Linear and Mixed Models (<i>course to be developed</i>) (3)
CPH 685	Biostatistical Consulting (3)
STAT 675	Statistical Computing (3)
PHCL 595B	Scientific Writing Strategies, Skills and Ethics (2)
CPH 696S	Biostatistics Seminar (1 unit – 3 times) (<i>previously 4 times</i>)

Note: Students who have completed Real Analysis (MATH 523A) may substitute Probability Theory (MATH 563) and Theoretical Statistics (MATH 567A) for MATH 564 and 566

(Required courses removed)

CPH 684	General Linear and Mixed Effects Models (3) (<i>Theory of Linear Models and Generalized Linear and Mixed Models courses required instead</i>)
<i>(Pending)</i>	Biostatistics Doctoral Seminar (1 unit – 2 times)

Elective Courses (15 units)

CPH 576C	Applied Biostatistics Analysis (3) (<i>previously required</i>)
CPH 576D	Data Management and the SAS Programming Language (3)
CPH 647	Analysis of Categorical Data (3)
CPH 648	Analysis of High Dimensional Data (3) (<i>added</i>)
CPH 675	Clinical Trials and Intervention Studies (3)
CPH 677	Genetic Association Studies (3)
CPH 686	Survival Analysis (3)
STAT 571B	Design of Experiments (3) (<i>added</i>)

(Elective courses removed)

EPID 573C	Advanced Epidemiology (3)
MATH 555	Likelihood and Bayesian Statistics (3) (<i>course no longer offered</i>)
MATH 569	Nonparametric Statistics (3) (<i>course no longer offered</i>)

Electives may also be chosen from other Statistics or Mathematics courses with approval of the Biostatistics Faculty.

Minor (minimum 9 units)

Each PhD student must complete at least 9 credit hours of course work in a minor area. The minor area of study specifies the number of required minor units. This should consist of a coherent set of courses in an area (or in related areas) of application of biostatistics; the courses may be from more than one program. Minor courses should be primarily applied as opposed to mathematics/statistical in nature.

Dissertation (18 units)

Total = 74 units minimum

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“Attachment 4”

Purpose of the Generalist MPH Program

Competency Areas:

1. Management
2. Quantitative Skills
 - a. Budgeting
 - b. Planning
 - c. Evaluation
3. Practice (examples)
 - a. Indian Health Service
 - b. Medicaid and Medicare
 - c. Hospital and Community Health Centers
 - d. Community Health Works, CHRs, Promotoras
4. Information Management

Generalist MPH Program:

Requirement is 42 credits (credits)

MPH CORE COURSES (24 cr.):

- | | |
|----------|---|
| CPH 573a | Basic Principles of Epidemiology (3) |
| CPH 574 | Public Health Policy and Management (3) |
| CPH 575 | Environmental and Occupational Health (3) |
| CPH 576a | Biostatistics for Public Health (3) |
| CPH 577 | Sociocultural & Behavioral Aspects of Public Health (3) |
| CPH 596n | Internship Preparation (1): (On-line) |
| CPH 909 | Master's Report "Internship" (8) |

REQUIRED COURSES (12 credits)

- | | |
|----------|---|
| CPH 569 | Fundamentals of Health Budgeting and Financial Management (3) |
| CPR 641 | Advanced Health Care Administration (3) |
| CPH 535 | Multi Cultural Health Beliefs (3) |
| CPH 532b | Applied Aspects of Program Planning, Implementation and Evaluation (3)
(On-line) |

ELECTIVES (6 credits)